



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 5.8**

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### **Subject: Training Evaluations**

Supersedes: N/A

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Approved by:**

**Effective date: 07/01/98**

**Revision date:**

### **Application**

To All Training Program Sponsors And Instructors

**Authority:** TCA-37-5-106

### **Policy**

Formal diagnostic evaluations of all pre-service, in-service, and specialized training programs shall be completed. Such evaluations are essential for maintaining or improving the quality and effectiveness of training by assessing the level of knowledge or skill acquired.

### **Procedures**

#### **A. Training evaluations**

1. The sponsor and instructor of the training will be responsible for designing *Level 2* evaluations. Staff development will provide the necessary technical assistance for program evaluation and provide a standard *Level 1* tool used department-wide.
2. The appropriate training coordinator will be responsible for scoring, compiling, and sending results of the *Level 2* evaluation to the instructor, sponsor, and the director of staff development at the conclusion of each program.
3. The director of staff development will submit, at a minimum, a quarterly evaluation report of all DCS training programs to DCS commissioners and the DCS training advisory board.

**Forms**

None

**Collateral Documents**

None

**Standards**

None

**Glossary**

<b><i>Term</i></b>	<b><i>Definition</i></b>
<i>Level 1 Evaluation:</i>	This level of evaluation is the instructor's, sponsor's and participants' assessment of the event with respect to content, format, methodology, instruction and facilities.
<i>Level 2 Evaluation:</i>	<p>This level of evaluation is the assessment of the knowledge acquired by participants (in accord with the defined purpose of the event), and based on:</p> <ul style="list-style-type: none"><li>--Demonstration of a taught skill with written feedback;</li><li>--An oral or written test, including the use of pre and post instruction tests;</li><li>--A project or report that demonstrates acquisition of a skill or knowledge presented in a course.</li></ul>